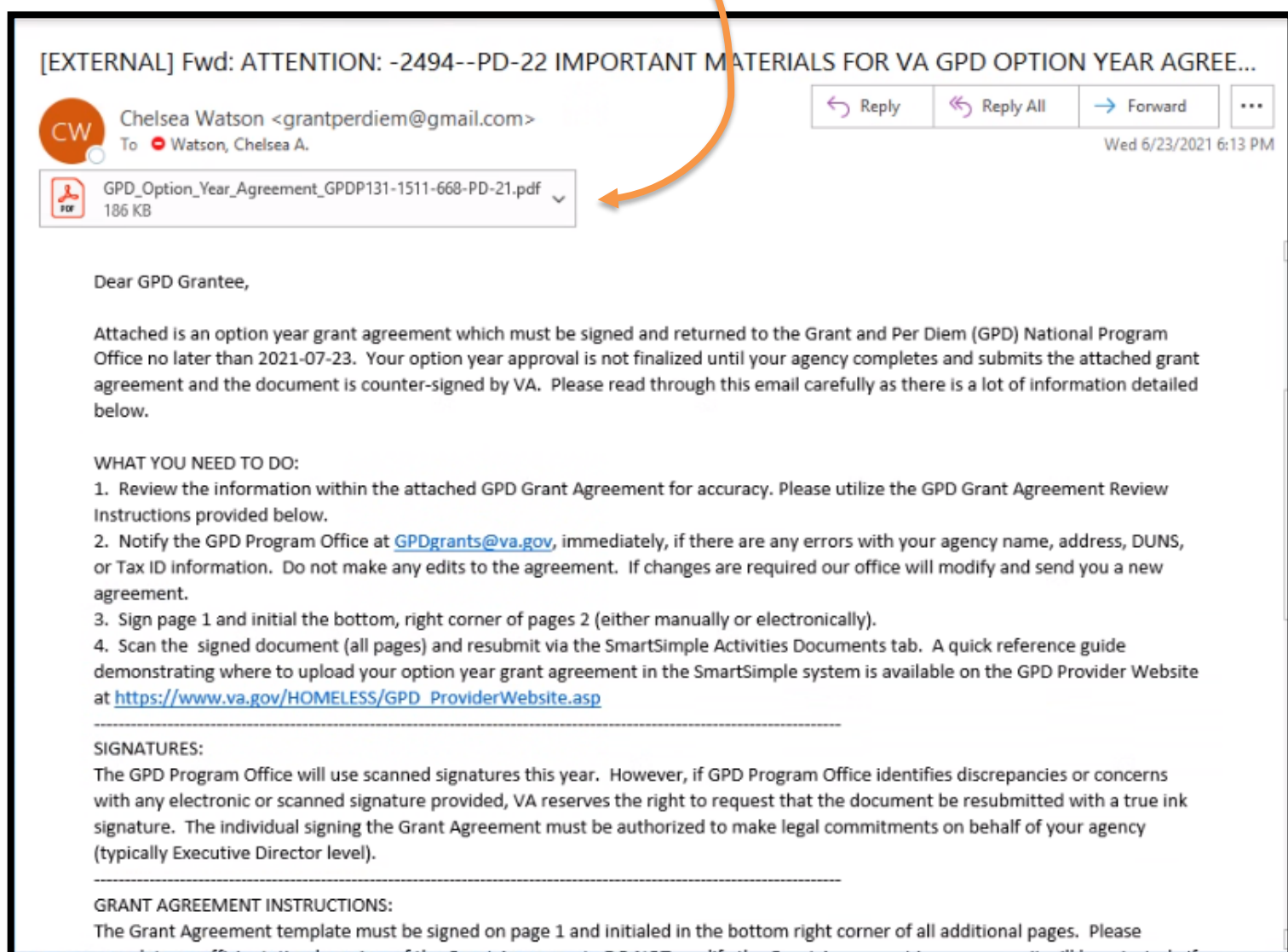


Grant & Per Diem: SmartSimple Guide

How-To: Upload the signed OPTION YEAR Grant Agreement

Step 1: Retrieve grant agreement file from your email

- When you receive the below email, follow the instructions in the email to initial and sign the PDF document.
- Scan your completed and signed document and save to your computer as a PDF.



Step 2: Log in to Smart Simple, Select Option Year Activity

- The Owner of the Grant Record will select the Option Year Activity in the **My Task's** area

If you do not see a task here, you are not the Owner of the grant record

If you are not the Owner, you will not be able to complete this activity

VHA Homeless Grants: SSVF and GPD

Home

ALL GRANTS (1)

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Per Diem Only	-2494-PD-22	GPD TESTING, INC	Approved	

My Tasks

ALL TASKS (1) PRELIMINARY DOCUMENT REQUEST (0)

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	-2494-PD-22	Option Year Agreement	Sent to Grantee

Open the Activity Here

Step 3: After you open the activity, click Documents

VHA Homeless Grants: SSVF and GPD

Home

1 of 1

Approved

Grant Activity

Type: Option Year Agreement

Organization Name: GPD TESTING, INC

Grant ID: -2494-PD-22

Status: Sent to Grantee

Due Date: 07/23/2021

Option Year: Option Year 1

OVERVIEW DOCUMENTS

Instructions

Grant and Per Diem (GPD) National Program Office is issuing an option year grant agreement for the continuation of services and per diem payments under your current Per Diem Only award. Your option year approval is not finalized until your agency completes and submits the attached grant agreement and the document is counter-signed by VA.

SIGNATURES: The GPD Program Office will use scanned signatures this year. However, if GPD Program Office identifies discrepancies or concerns with any electronic or scanned signature provided, VA reserves the right to request that the document be resubmitted with a true ink signature. The individual signing the Grant Agreement must be authorized to make legal commitments on behalf of your agency (typically Executive Director level). Box 25 of the grant agreement must be a wet, original signature or an electronic signature of the person identified in box 23. This document can then be scanned if signed manually and uploaded to SmartSimple. VA WILL NOT accept typed names as signatures. Documents that display any crossed-out portions or have had whiteout applied will not be accepted.

NEXT >

Save Draft Submit

Step 4: Click the Upload button

VHA Homeless Grants: SSVF and GPD

Home

1 of 1

Approved

Grant Activity

Type: Option Year Agreement

Organization Name: GPD TESTING, INC

Grant ID: -2494-PD-22

Status: Sent to Grantee

Due Date: 07/23/2021

Option Year: Option Year 1

OVERVIEW DOCUMENTS

Option Year Agreement Signed by Grantee

Please attached your signed grant agreement as a PDF document. Instructions on how to complete the grant agreement were included in the email you received. Ensure there is a true signature (not typed) on page one and the second page of the agreement is initiated by the same organization representative. This individual must be authorized to make legal commitments on behalf of your organization.

Signed Option Year Agreement Upload

Click here

BACK

Save Draft Submit

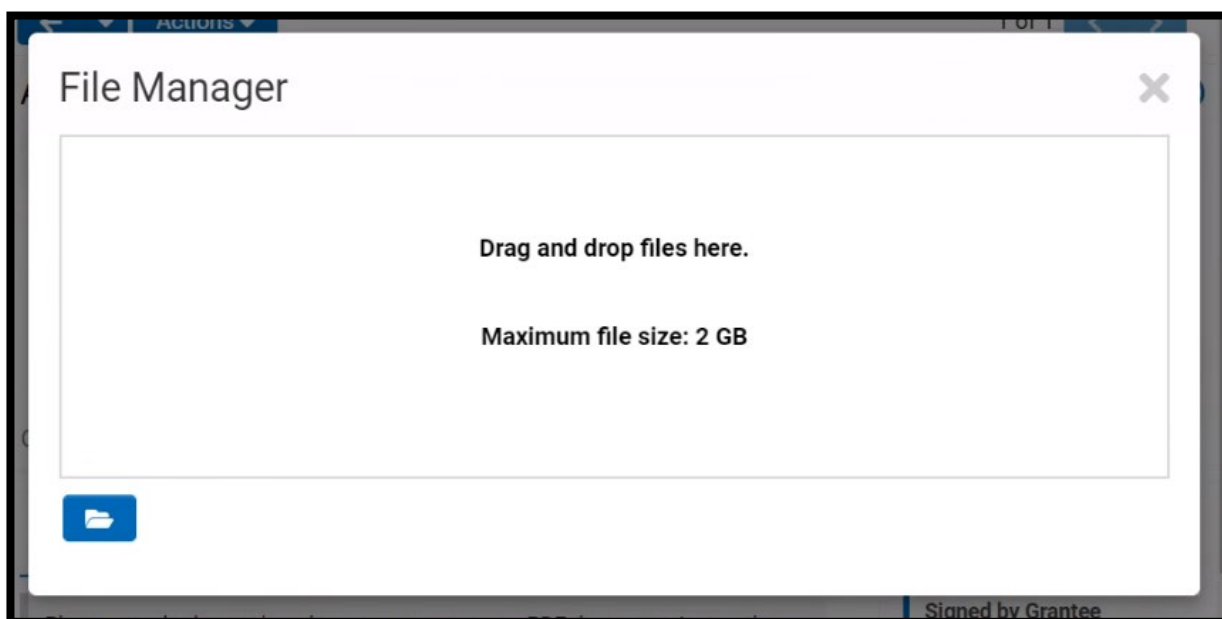
JUMP TO

Option Year Agreement Signed by Grantee

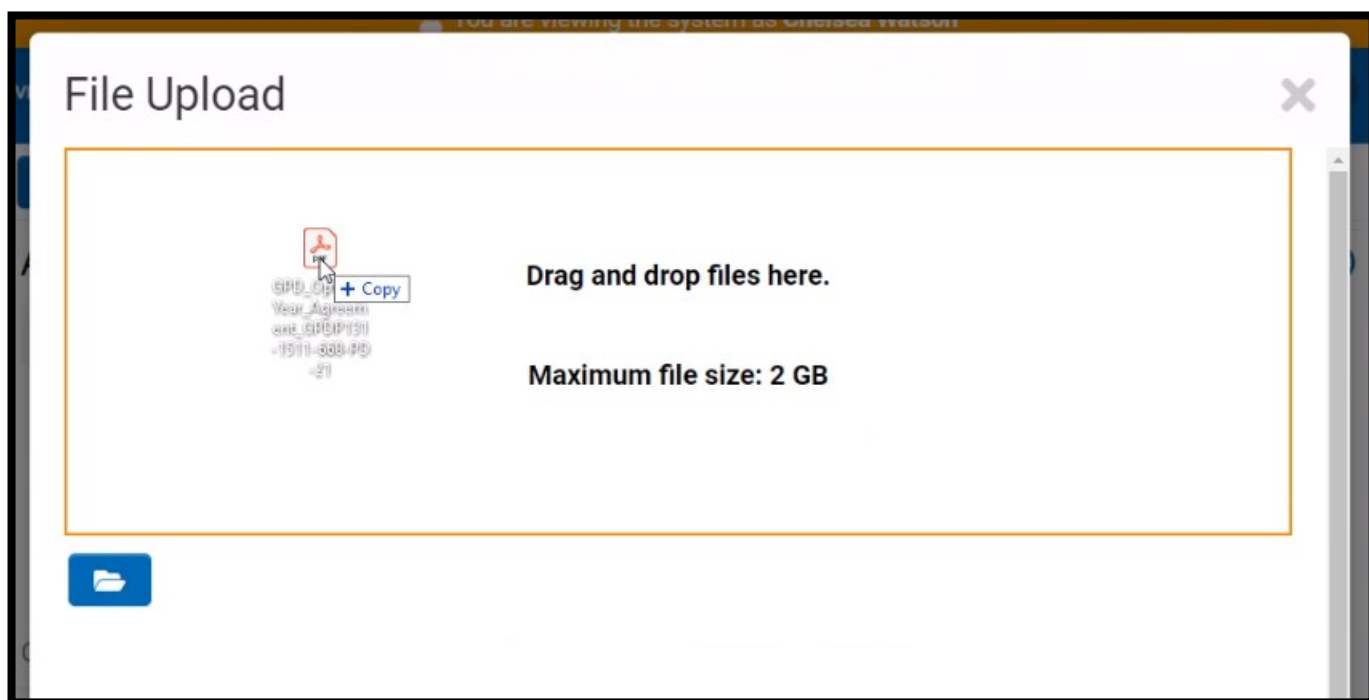
Step 5: Upload the signed agreement

When the File Manager window opens, drag-and-drop your recently saved signed grant agreement into the File Manager window

1.

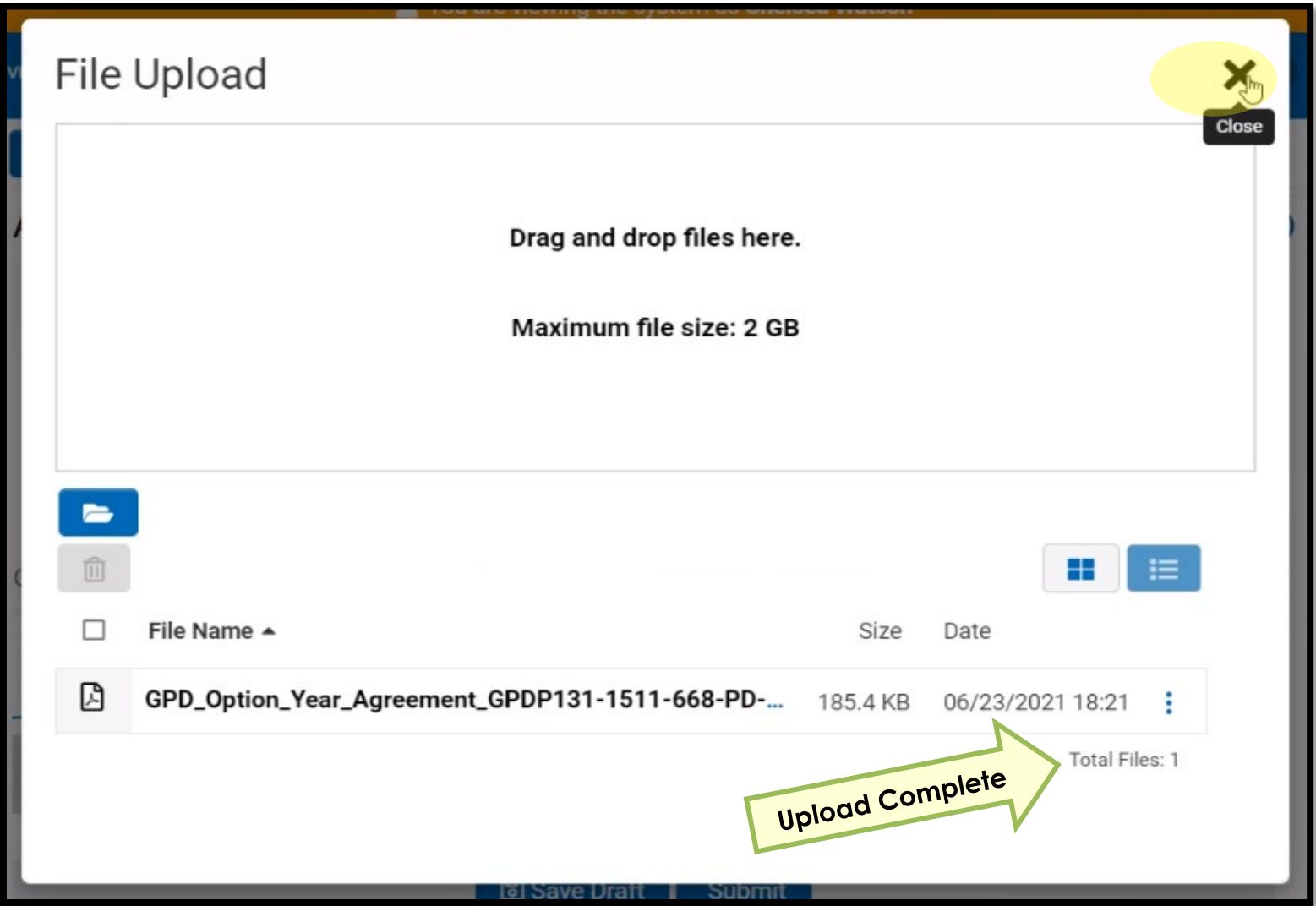


2.



6. When upload is complete, close the window

Close the File Manager window by clicking the Close button in the upper right corner



7. Click the SUBMIT button

OVERVIEW

DOCUMENTS

Option Year Agreement Signed by Grantee

Please attached your signed grant agreement as a PDF document. Instructions on how to complete the grant agreement were included in the email you received. Ensure there is a true signature (not typed) on page one and the second page of the agreement is initialed by the same organization representative. This individual must be authorized to make legal commitments on behalf of your organization.

Signed Option Year Agreement Upload

Upload

Download

Delete

Grid

List

<input type="checkbox"/>	File Name ▲	Size	Date	
<input checked="" type="checkbox"/>	GPD_Option_Year_Agreement_GPDP131-1511-668-PD-21.pdf	185.4 KB	06/23/2021 18:21	⋮

Total Files: 1

← BACK

Save Draft

Submit

Great job, this activity is now complete!
You do not need to do anything else. Our office has received your signed agreement and we will contact you if we need anything else.